



DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
6661 WARRIOR TRAIL  
FORT POLK, LOUISIANA 71459-5339

REPLY TO  
ATTENTION OF:

AFZX-DC

NOV 18 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum DC-01 – Predictability and Stability in Taskings and Scheduling

1. For major subordinate commands (MSCs), late taskings, late calendar events, and short-notice changes in training area allocations are all significant operational distracters.

2. Effective immediately, for all organizations on JRTC and Fort Polk, the following timelines will be followed in order to facilitate stability and predictability in JRTC and Fort Polk operations:

a. Taskings: Within the 180-day to 120-day time window, units and installation agencies will develop taskings and event plans. In this window, agencies will deconflict the event with the master installation calendar, identify requirements, achieve concept approval, and execute any other preliminary coordination prior to finalization of the order. The standard is that all taskings will be published by the G3 NLT 120 days from execution. Taskings inside the 120-day window are considered late. The approval authority for taskings inside the 120-day to 30-day time window is the deputy commander/chief of staff (DC/CofS). Late taskings within the 30-day window require approval by me.


b. Calendar Events: The timeline for calendar event submission mirrors the timeline for taskings. Calendar events will be synchronized during the monthly installation calendar scrub, held on the last Wednesday of each month and chaired by the DC/CofS. Calendar events will be submitted within the 180-day to 120-day window to the G3. Calendar events submitted inside of the 120-day window require command approval. Inside the 120-day to 30-day window, the approval authority is the DC/CofS. Within the 30-day window, events must be approved by me.

c. Training Resources: Ranges and training areas are allocated during the monthly JRTC and Fort Polk Resource Allocation Conference (RAC). Results of each RAC will be briefed to me by the G3. Any change to this training area or range allocation within 90-days of execution requires approval by me.

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3. Point of contact for this policy letter is the SGS, CPT Raymund C. Nacino, CM 531-1700.

  
MICHAEL D. BARBERO  
Brigadier General, USA  
Commanding

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